

INFORMATION BULLETIN

WELFARE-TO-WORK

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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON NOVEMBER 8—9, 2001

This information bulletin transmits the agenda for the Management Information System (MIS) User Group meeting to be held on Thursday and Friday, November 8 and 9, at the following location:

San Diego Marriott La Jolla
4240 La Jolla Village Drive
La Jolla, California 92037

A draft agenda, training overview, and registration form are attached.

Reservations must be made directly with the San Diego Marriott La Jolla at (858) 587-1414. The room rate is \$84 per night plus a 10.5 percent room tax. A block of rooms is being held under "*Employment Development Department—MIS Meeting*". Parking is \$8 per night for self-parking. Check-in time is 4 p.m. and checkout time is Noon. Reservations must be made by October 26, 2001, to guarantee the room rate. You must be prepared to give your credit card number to guarantee the special rate.

Commercial shuttles are available through Cloud 9 Shuttle at (858) 974-8885 or the San Diego Express at (800) 900-7433. The fare is approximately \$10 each way.

Taxis are a relatively inexpensive way from the airport to La Jolla. Taxi stands are across the street from the east and west terminal buildings. Give your destination to the taxi supervisor who will assign a cab to you for your trip.

For further directions, please visit the hotel Web site at <http://www.marriott.com>. Driving directions from your location can be obtained from <http://www.mapquest.com>.

If you plan to attend this meeting, please complete the attached registration form (Attachment 2), and fax it to Job Training Automation (JTA) Help Desk at (916) 654-9586, no later than Monday, October 29, 2001, before 4 p.m. Due to space limitations, only two representatives from each area will be guaranteed a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated, as space is available.

The JTA Help Desk will run an information kiosk at the registration desk. If you have specific Workforce Investment Act (WIA)/Welfare-to-Work (WtW) questions or problems and need assistance, there will be someone available to help. You can also drop off a hardcopy of questions, and the JTA staff will research it and get back to you at your convenience.

We look forward to seeing you in La Jolla. If you have any questions regarding the meeting, please contact Patrick Cahill, JTA help Desk, at (916) 653-0202.

/S/ JIM CURTIS
Chief

Attachments

MANAGEMENT INFORMATION SYSTEM (MIS)
 USER GROUP MEETING
 San Diego Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla, California
 November 8-9, 2001

Draft Agenda

Wednesday, November 7, 2001

5:00 p.m.—6:00 p.m.	Pre-Registration (Pick up those packets early!)	Patrick Cahill, Workforce Investment Division (WID) Jerry Bell, WID
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Thursday, November 8, 2001

8:00 a.m.—9:00 a.m.	Registration	Ivonne Cedillo, WID Jerry Bell, WID
9:00 a.m.—9:15 a.m.	Opening Remarks	Annette Wolfgang, WID
9:15 a.m.—9:45 a.m.	JTA Update	Kristen Cooper, Information Systems Division (ISD)
9:45 a.m.—10:00 a.m.	WIA Participant year end reminders	Performance Management Unit Automation Customer Support, WID
10:00 a.m.—10:15 a.m.	PWIB – What does it show, how should it be used.	Tony Avitua, WID
10:15 a.m.—10:30 a.m.	WIA Participant Reports and Rosters—What are they for?	Kimo Matsudo, WID Andy Flennoy, WID
10:30 a.m.—10:45 a.m.	Local WIA Performance – JTA style	Performance Management Unit Automation Customer Support, WID
10:45 a.m.—11:00 a.m.	Morning Break	

Thursday, November 8, 2001

11:45 p.m.—12:00 p.m.	Financial Reporting—WIA and WtW	Dave Rexius, WID
12:00 p.m.—1:15 p.m.	Lunch on your own	
1:15 p.m.—1:45 p.m.	ETPL – JTA system and the internet display	Automation Customer Support, WID Performance Management Unit
1:45 p.m.—2:15 p.m.	Help Desk Process	Automation Customer Support Unit, WID
2:15 p.m.—2:30 p.m.	Break	
2:30 p.m.—2:45 p.m.	WtW Update of Client Forms Handbook and reporting	Patrick Cahill, WID
2:45 p.m.—3:30 p.m.	WIA Frequently Asked Questions	Automation Customer Support Unit, WID
3:30 p.m.—4:30 p.m.	Timeshare Breakout Standalone Breakout	Annette Wolfgang, WID Kristen Cooper, ISD
5:00 p.m.—7:00 p.m.	Reception	

Friday, November 9, 2001

8:00 a.m.—8:30 a.m.	Registration (for first time registration)	Bethanie Hobart, WID Patrick Cahill, WID
8:30 a.m.—9:30 a.m.	Open Forum	Annette Wolfgang, WID
9:30 a.m.—9:45 a.m.	Break	
9:45 a.m.—12:00 p.m.	New MIS / JTA Introduction and Overview	Andy Flennoy, WID Kimo Matsudo, WID
9:45 a.m.—12:00 p.m.	WIA Performance Calculations	Automation Customer Support, WID Performance Management Unit, WID
12:00 p.m.—1:15 p.m.	Lunch on your own	
1:15 p.m.—3:15 p.m.	ACE / SQL Workshop	Tony Avitua, WID Pat Cahill, WID
1:15 p.m.—3:15 p.m.	Job Services Division Breakout	Andy Flennoy, WID June De Voe, JSD Gil Barkley, JSD

TRAINING OVERVIEW NOVEMBER 9, 2001

DESCRIPTION OF SECOND DAY TRAINING

New MIS Administrator Training—This session will be an overview of the JTA system screens and programs available to the new MIS Administrator. There will also be open forum to discuss issues and address questions pertaining to the JTA system.

Structured Query Language (SQL) Workshop—This session is designed for MIS Administrators who already have experience producing basic SQL's, but would like help with multiple table queries and detailed criteria statements. This session will also help decipher what is really wrong with your SQL when you receive those pesky error messages. Attendees are encouraged to bring a statement that they have been working on, or an idea for one that they would like to have.

Job Services Breakout—This session will present informational updates relating to the Long Term Unemployed (LTU) project, JTA data entry, and KEA problems and solutions. There will also be an explanation and instructions on using the new performance measurement screens. A Q&A period will follow the presentation.

WIA Performance Calculations—This session is a more in-depth discussion of the JTA system screens and programs for the WIA performance measurement process. Time will be available for a question and answer period on WIA performance.

REGISTRATION FORM

Management Information System User Group Meeting
November 8-9, 2001

Please fax this form to the Workforce Investment Division at (916) 654-9586:

Attention: Automation Customer Support.

Deadline for registration is Monday, October 29, 2001. Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that ***two representatives*** from each subgrantee will be able to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available.

Name: _____

Title: _____

LWIA/ Subgrantee: _____

Phone: _____ FAX: _____

Check one of the choices listed below if you plan on attending the first day sessions:

☐ I will be attending as one of the two guaranteed spaces.

☐ Please add me onto the space available listing.

Check the second day session(s) that you wish to attend (one per time frame):

Morning Session	
<input type="checkbox"/> 9:45 a.m. – 12:00 p.m.	New MIS Administrator Overview
<input type="checkbox"/> 9:45 a.m. – 12:00 p.m.	WIA Performance Calculations

Afternoon Session	
<input type="checkbox"/> 1:15 p.m. – 3:00 p.m.	ACE/SQL Workshop
<input type="checkbox"/> 1:15 p.m. – 3:00 p.m.	Job Services Divisions Breakout*

- This session is for Job Services project only

[Registration Form](#) (MS Word)